



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

EXECUTIVE II

The Public Service Commission is seeking a skilled, detail-oriented individual to perform professional level procurement duties, including complex purchasing tasks such as analysis and application of contracts and processing of all purchasing documents utilizing the automated statewide accounting system (SAM II); reconciliation and maintenance of agency fixed assets and related fiscal records. This individual will also provide technical assistance and interpretation to agency staff regarding state and agency policies, procedures and guidelines pertaining to all areas of procurement.

Applicant must have substantial knowledge and extensive experience working with the SAM II financial areas relating to purchasing and fixed assets and related policies and procedures, a detailed working knowledge of state procurement policies and guidelines, Statewide Chart of Accounts, state appropriation, fund and budget procedures. Applicant must have the ability to read, interpret and use contracts to procure goods and services for the agency; must have a thorough working knowledge of the policies and procedures regarding fixed asset acquisitions and controls, including the procedures for surplus of assets. Applicant must have the ability to perform detailed work using statistical and financial data and prepare complete and accurate reports and statements in a timely manner.

Qualified applicants will possess a Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field; and, one or more years of professional or technical experience in the administration of fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas. Four or more years of experience in the administration of fiscal or budgetary controls, procurement, accounting or bookkeeping may be substituted for college education. Working knowledge of office methods and procedures and good communication skills are a must. Proficiency in the SAM II areas of Procurement and Fixed Assets is required. Expertise in Excel spreadsheet applications is required. Experience with Word and Access is preferred.

Starting salary range is \$34,092-\$36,672 annually with a potential increase at the end of a successful probationary period. To be considered for this position, please send application, resume and transcripts by **September 10, 2012** to: MO Public Service Commission, **Reference Number AD070912**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information visit <http://www.psc.mo.gov>.

An Equal Opportunity Employer M/F/D/V